



Request to Head of School for Review of Final Grade

This form is a request for the Head of School to review your final grade, and should only be lodged where:

- you do not accept the final grade in a course (not a research notation), and
- you have discussed the matter with the Course Coordinator / Program Director / examiner, and the matter remains unresolved.

You should lodge this form at your School office within **TEN working days** of being notified of the Course Coordinator's decision.

Please see Section 8 of the *Assessment Policies and Procedures Manual* for more information about appealing against a final grade unisa.edu.au/policies/manual.

Part A: Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Contact No:

Program details:

Program code:

Program title:

Course code:

Course title:

Campus:

Part B: Grounds for review

(Attach supporting documentation, including evidence of the discussion with your Course Coordinator)

Student Declaration

I request a review of my final grade in the course/program described above and confirm that I have discussed the matter with my Course Coordinator / Program Director / examiner and the matter remains unresolved.

Student Signature:

Date:

LODGING YOUR APPLICATION

In person

Deliver to the relevant school office on campus or regional Campus Central

By fax

Whyalla & Mt Gambier -
+61 8 86476082

By post

Head of School
(insert relevant school office)
GPO Box 2471
Adelaide SA 5000

By post (Whyalla)

University of South Australia
Whyalla Campus
111 Nicolson Avenue
Whyalla Norrie SA 5608

By post (Mt Gambier)

University of South Australia
PO Box 798
Mount Gambier SA 5290



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OFFICE USE ONLY			
Head of School			
Date received:		Received by:	
Result of Review - Change of Mark		Result of Review - Change of Grade	
<input type="checkbox"/> Yes, new Mark:	<input type="checkbox"/> No	<input type="checkbox"/> Yes, new grade:	<input type="checkbox"/> No
Comments:			
Date student notified of outcome:			
Head of School signature:			
Following documentation forwarded to Campus Central:		Date sent to Campus Central:	
<input type="checkbox"/> Completed form			
<input type="checkbox"/> Copy of the letter notifying student of outcome			
<input type="checkbox"/> Completed Change of Grade form			